

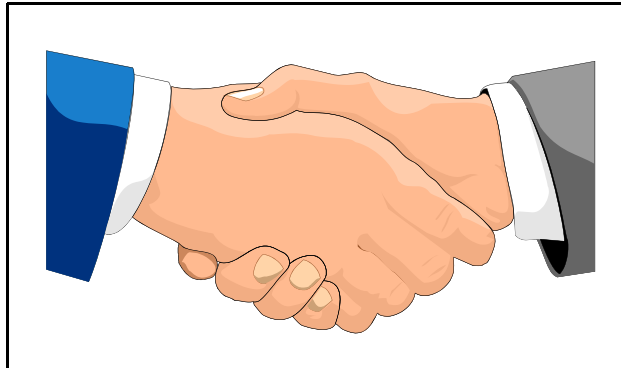
**UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF OKLAHOMA**

MEDIATION

INFORMATION PACKET:

**Instructions
Selection and Appointment of Mediator
Report by Parties at Conclusion of Mediation
List of Panel Mediators**

**Reference: Plan for Alternative Dispute Resolution and Settlement Procedures
LCvR16.3, Supp. §§ 3.1 - 3.9**



Mediation as a Court ADR Program :

- **Flexible, Informal, Private and Confidential**
- **Improves Communication and Identifies Areas of Agreement**
- **Preserves On-going Relationships**
- **Permits Creative Solutions**
- **Parties Can Retain Control of Their Dispute**
- **Operates Within the Benefits and Safeguards of our Civil Justice System**
- **Voluntary-Parties Agree/Select the Process; Court Then Refers by Order**
- **Parties Agree/Select the Mediator of Their Choice**
- **If the Case Does Not Settle, It Stays on the Trial Track.**
- **Can Result in a Win-Win Solution and Save Litigation Costs**

United States District Court
Western District of Oklahoma

**INSTRUCTIONS
SELECTION OF & ARRANGEMENTS with MEDIATOR
and PROPOSED ORDER OF APPOINTMENT**

- A List of the Panel of Mediators is usually available at the Status/Scheduling Conference for your case or in the Office of the Court Clerk and is also available at ADR /Settlement on the Court's website at www.okwd.uscourts.gov.
- Counsel are to agree on a choice for mediator. An alternative choice may be needed should any conflict of interest arise. Additional information concerning the mediators, i.e. resumes, fee schedules, etc., is available in the Book of Mediators available in the Court Clerk's Office.
- Counsel may discuss fees with prospective mediators when making arrangements for the mediation session. All mediators are to perform at least 1 pro bono mediation per year if requested by the parties in an appropriate case or if requested or ordered by the Court. Call ADR Staff for assistance.
- **Selection of the mediator and arrangements for the mediation session are to be made on the enclosed/attached form either as directed by the Court at the Status/Scheduling Conference or as soon thereafter as is appropriate and no later than 30 days prior to the completion date set forth in of the Court's Scheduling Order(s) or other Order of Referral. Counsel must contact the mediator, have the mediator complete a conflicts check and make the arrangements for the mediation session in order to complete the Arrangements portion of this form.**
- The completed Selection and Arrangements form should be filed with Court. *The ECF Attorney Menu has this document as a filing choice.*
- **The proposed Order Appointing the Mediator form** should be completed contemporaneously with filing agreed selection and submitted to the e-mail box of the assigned judge as set forth in the ECF Policy Manual.
- **Sessions may be re-set with the mediator anytime before the completion deadline. Extensions must be sought thereafter through the Court. Generally all referrals are voluntary based on the request of the parties in their Joint Status Report and as discussed at the Status/Scheduling Conference or by other request or motion to the Court. ALL REFERRALS TO MEDIATION ARE PURSUANT TO COURT ORDER, and MAY NOT BE CANCELLED, UNLESS RE-SET WITHIN THE APPROPRIATE TIME, WITHOUT PERMISSION OF THE COURT.**
- You may wish to review LCvR16.3, Supp. § 3.1 et seq. MEDIATION, and give a copy of the ADR booklet, **RESOLVING DISPUTES IN FEDERAL COURTS** to your clients - see website.

Please do not hesitate to call the Court's ADR staff for assistance:

ADR Administrator and Settlement Staff Attorney (405) 609-5078